

IN-PROCESSING ORIENTATION CHECKLIST U.S. CITIZEN EMPLOYEE				
EMPLOYEE NAMED		ORGANIZATION		JOB TITLE
STEP I – GENERAL ORIENTATION – CONDUCTED BY PERSONNEL SERVICES DIVISION				
1	Allowances (LQA, TQSA, SMA , PA, PD)	8	Personal Property Shipments (HHG/NTS/POV))	
2	Emergencies in CONUS (Thru Red Cross)	9	Civilian Pay Inquiries (☎ 723-4606)	
3	Health Benefits/Life Insurance	10	Command Sponsorship	
4	Retirement System/Thrift Savings Plan	11	Security Clearances	
5	Pay and Deductions (Bonds & Allotments)	12	Emergency Essential (Anthrax Vaccinations)	
6	PAO (Bldg 4305 Room 119) ☎ 738-7355	13	Travel & Transportation Entitlements (RAT)	
7	Instructions re: Housing Office	14	Standards of Ethical Conduct	
15	Signature of CPAC Representation Conducting Orientation			
STEP II – JOB SITE ORIENTATION BY EMPLOYEE'S SUPERVISOR				
1. Outline Command Mission And Organization		4. Brief Employee On:		
2. Review With Employee		Banking/Medical/Recreational/Transportation Facilities		
Conduct and Discipline		Protective Mask		
Incentive Awards Program		Status Of Forces Agreement (SOFA) Rights and Responsibilities		
Job Description		Commissary and Post Exchange Privileges		
Performance Appraisal Procedures		Emergency Evacuations Instructions (NEO) (USFK Pam 600-300)		
Training Opportunities		Local Eating Facilities		
Merit Promotion and Job Vacancies		Post Office and Mail Distribution		
Grievance Procedures		Standards Of Conduct (AR 600-50)		
On The Job Injuries		Estate Planning In Case Of Death (Legal Assistance Office ☎ 738-6841-6847)		
3. Explain Policy And Procedures On:		5. Schedule:		
Career Management		Introduction To Fellow Employees		
Leave (Annual, Sick, Home, Eml, Fmla)		Introduction To Commander And Staff Officers		
Security (AR-380-5)		SAEDA Briefing		
Ration Control (USFK Reg 60-1), Travel Charge Card		NEO Briefing		
Personal Use Of Telephone and Computer		Force Protection Video		
Overtime/Compensatory Time		Housing Office Orientation (Mandatory)		
Mobilization Requirements (EE & Anthrax)		Drivers License		
Equal Employment Opportunity (EEO) BDL#4309, Tel: 738-4474		In-Processing Orientation (5 days), Bldg 4034SP		
		CPAC Orientation (7 MAR 2007) ☎ 738-4331		
SIGNATURE OF ORIENTATION SUPERVISOR		SIGNATURE OF EMPLOYEE		DATE

RETURN THIS FORM TO THE CIVILIAN PERSONNEL ADVISORY CENTER
EA FORM 67 (REVISED NOVEMBER 1999)